

Social Security Administration
Request for Employer Information
Immediate Reply Required

Division of Business Service - BSB
4-D-15 North Building
300 North Greene Street
Baltimore, Maryland 21290-0300

Date: [REDACTED]

EIN: [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Dear [REDACTED] :

We are writing to you about the Statement of Corrected Income and Tax Amounts (Form W-2c) that you filed for the tax year [REDACTED]. Based on the corrections you made to one or more of your employee's wage records, we need you to verify the information that we are now showing for the employee's Social Security record is correct.

How We Corrected Our Records

We changed our record to reflect the amounts shown on your Form W-2c(s) as "Correct Information". To ensure that our records are correct, we have enclosed an information sheet for each employee whose record we corrected. The information sheet(s) shows:

- Employee Name
- Employee SSN
- EIN
- Tax year
- Original wage amounts reported on Form W-2
- Previously reported amount on Form W-2c
- Correct Information amount on Form W-2c
- Wage amounts currently on SSA record

Continued on the Reverse Side

What You Should Do

Please compare your records with the enclosed employee(s) information sheet(s). We cannot correct the employees Social Security record until you verify the information. This information is important because it could affect your employees' right to future Social Security benefits and the amount of those benefits. Please make sure that the information you provide us will resolve the problem.

You can notify us by calling **1-800-772-6270**, or by faxing the information to **(410) 966-1632** or by writing us within 30 days to confirm the wage amounts on our record is correct. If you contact us by mail or fax, please indicate on the enclosed Information Sheet(s) whether our corrections are accurate. Sign and return the sheet(s) to us at the address below.

We have enclosed a self-addressed envelope. If you cannot use the envelope, please mail the completed Employee's Information Sheet to the address below:

*Social Security Administration
DBS – W-2c Alerts
4-D-15 North Building
300 North Greene Street
Baltimore, Maryland 21290-0300*

If You Have Any Questions

If you have any questions, or need further assistance, please call us toll free at **1-800-772-6270**, from 8:00 a.m. to 7:00 p.m. Eastern-time Monday thru Friday. We can answer most questions over the phone. If you do call, please have this letter with you.

Social Security Administration

Enclosure(s):

Employee Information Sheet(s)
Return Envelope